Operational Safety Guideline **Jig Saw**	**No. 04** **Authorised By:** **Ass. Dir. Infrastructure planning & Compliance**
Issue Date: September 2013 **Last Reviewed: September 2013** **Next Review Date: September 2014**	**Page Number: 1 of 2**

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Using a Jig Saw

Potential Hazards: Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to dust, projectiles and sharp objects.

Personal Protective Equipment (PPE) Required *(Check the box for required PPE)*:

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☐	☐	☒	☐	☒	☐	☒

Safe Work Checklist:

1. PRE-Operation:
   - Task (e.g. Drawings, instructions, specifications etc) is clearly understood.
   - Ensure guarding is in place (if applicable).
   - Ensure the appropriate blade is being used for the task.
   - Identify ON/OFF switch.
2. Operation:
   - Only use as per directions in User Manual.
   - Check that saw runs ‘true’ and does not wobble.
   - Check that the cord is always well away from the blade.
   - Keep hands clear of work piece and away from blade.
3. POST-Operation:
   - Switch off jigsaw before removing waste material from the work area.
   - Ensure good housekeeping practices are in place to minimise dust build-up.

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Competent Persons (The following persons are authorised to operate the equipment).		
Name:	**Title:**	**Contact Details:**

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